

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-172 **Issue Date:** 12-26-12 **Closing Date:** 01-02-13

Meals/Transportation Driver
Area Agency on Aging (AAoA)
Department of Health & Human Services
Hourly Wage: DOQ/Part-Time/Regular

The employee is responsible for transporting elders to and from medical and health care services, social services, meal programs, senior centers, commodity foods, shopping, and recreational activities. Personnel assistance for those with limited physical mobility may be provided. Duties may include delivering home delivered meals. This person shall conduct standards of safety, maintenance, and cleanliness of program vehicles and maintain standards in handling food while in the food preparation area.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Reservation in order to locate, establish pick up route, and travel the safest route necessary to transport elders to and from scheduled activities.
- Knowledge of community resources.
- Ability to function in a multi-cultural environment.
- Ability to operate and maintain program vehicles and 15 passenger van and/or bus.
- Ability to establish and maintain effective working relationships with co-workers and general public.
- Able to maintain confidentiality.
- Ability to maintain daily vehicle log.
- Ability to document daily activities in written form.

General Recruiting Indicators:

- **Must have a valid Washington State Driver's license and be able to obtain a Yakama Nation Tribal Driver's Permit.**
- Submit a Washington State Driver's abstract and have no moving traffic violations and no at-fault accidents within the past 3 years.
- Must be physically capable of safely driving program vehicles, verification should be in the form of a written medical statement.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Complete the National Red Cross first aid training within first six months of hire.
- Complete a defensive driving course within the first six months of hire.
- Complete annual refresher first aid course.
- No previous record of adult or child abuse through the Washington State Patrol criminal identification section (background Check).
- Sufficient strength, agility, and dexterity to perform the work of the position which includes operating a wheelchair lift, loading and unloading manual wheelchairs or walkers.